



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Accession and Deaccession Registers

CUTOFF: Deaccession of item

DESCRIPTION: Records documenting the receipt, transfer, or disposal of items in an agency's museum or archive collection. Records are used to track ownership of the items. Records include, but are not limited to, deeds of gift, accession or deaccession logs, and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 24534

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Administrative Rules and Regulations - Agency Files

CUTOFF: Publication of final order of rulemaking in Missouri Register

DESCRIPTION: Agency's statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of the agency. Created pursuant to RSMo 536. Includes significant work papers involved in development of final rule or regulation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21515

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Agency Organizational Charts

CUTOFF: WSO

DESCRIPTION: Charts reflecting the organizational structure of the agency and its divisions. Information includes a diagram which shows systematic and symbolic program areas by name and function.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21529

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Audiovisual Productions

CUTOFF: EOY production is released

DESCRIPTION: Moving image and sound productions produced by an agency for wide general release. Includes, but is not limited to, instructional materials in audiovisual format, public service announcements, advertisements, radio programs, and television programs.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21518

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Code of State Regulations Incorporated Materials

CUTOFF: When superseded or outdated

DESCRIPTION: Copies of the rules, standards, or guidelines of other state or federal agencies or nationally or state-recognized organizations that a Missouri agency references in its Code of State Regulations (CSR). Records include, but are not limited to, federal, industry, or state publications not produced by a Missouri state agency.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: A Missouri agency is required to keep copies of the source material incorporated into a CSR at its headquarters so that it is available to the public for inspection and copying per 536.031.5 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24531

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Conference, Seminar and Workshop Records

CUTOFF: EOSFY in which event completed

DESCRIPTION: Records documenting an agency's role in the administration, planning, arrangement, and execution of conferences. Includes but not limited to planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21541

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Declination Forms

CUTOFF:EOCY

DESCRIPTION: Supporting documentation verifying that agency personnel have offered voter registration services to constituents who have declined to register.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23149

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Emergency Preparedness Plans

CUTOFF:WSO

DESCRIPTION: Document the plans for protection and reestablishment of agency services and equipment in case of disaster. Information includes plan, procedures, checklists, and emergency phone numbers and addresses.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21537

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Employee Emergency Information

CUTOFF:WSO

DESCRIPTION: Forms from state employees containing emergency contact information, a list of allergies, and any pertinent medical information that staff will need during an emergency situation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24000

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Financial Interest Statement Records

CUTOFF: Separation from employment

DESCRIPTION: Files include Personal Financial Disclosure Statements, and supporting documentation, for all agency personnel that are listed as covered employees per 105.483-492 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency Copy. Original at the Missouri Ethics Commission.

DISPOSITION ACTION: Destroy

SERIES: 21540

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Forms Management Records

CUTOFF: WSO

DESCRIPTION: Records include blank templates of forms designed by the agency. Records provide prior history of the agency's business processes and may be necessary for legal purposes.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: If the form template is part of an instruction manual or guideline for current agency procedures see, Series 21514 Procedure Guidelines and Manuals.

DISPOSITION ACTION: Destroy

SERIES: 23979

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: General Correspondence - Elected Officials and Department Directors

CUTOFF: Completion of term of office or tenure

DESCRIPTION: Documents of a general nature that were created or received pursuant to law or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and unpublished calendars of events and activities.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21530

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: General Correspondence - Transitory

CUTOFF: WSO

DESCRIPTION: Drafts or other documents having short-term value and which are not an integral part of administrative or operational records file; not required to sustain administrative or operational functions; not regularly filed under a standard records classification system; not required to meet statutory obligations; and recorded only for the time required for completion of actions.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21532

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: General Correspondence-Agency Personnel

CUTOFF: EOSFY

DESCRIPTION: Documents of a general nature that were created or received pursuant to law, or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly or monthly activity reports that are summarized in annual reports or that relate to routine activities (including work progress or statistical reports prepared in the agency and forwarded to higher levels within the agency); documents relating to the creation or editing of forms, daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and unpublished calendars of events and activities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21531

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: ID Badge Information

CUTOFF: Separation of employment

DESCRIPTION: Information sheet filled in by all State of Missouri employees, along with any supporting documentation, that is used to designate what type of id, or security badge is issued to an employee.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Agency copy. Official copy kept with the Office of Administration.

DISPOSITION ACTION: Destroy

SERIES: 23406

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Internal Audits - Report

CUTOFF: EOSFY in which audit completed

DESCRIPTION: Audit reports and related documents generated through internal audits regarding the performance or management of a program department or agency. Audits may assess effectiveness; economy and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21542

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Internal Audits - Work Papers

CUTOFF: EOSFY in which audit completed

DESCRIPTION: Supporting documentation of investigations or reviews prepared or conducted by internal auditors regarding the performance or management of a program department or agency. Audits may assess effectiveness; economy and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21543

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Internal Updates

CUTOFF: EOSFY

DESCRIPTION: Information submitted by sections within an agency to agency heads at defined times such as quarterly, annually, or biannually. Information may include, but is not limited to goals, monies spent and or saved, employee information, and any other statistical information germane to the organization or project. This information may feed into official reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Official Reports record series number is 21516.

DISPOSITION ACTION: Destroy

SERIES: 23147

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Legislative Tracking Files

CUTOFF: EOSFY in which legislative initiative is completed or abandoned

DESCRIPTION: Records that document the development and monitoring of legislation, which may have an impact on an agency's programs or policies. May include but is not limited to proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, legal research and attorney notes, drafts, committee reports, agendas, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21528

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Mailing Lists

CUTOFF: When superseded or outdated

DESCRIPTION: Lists and registers used to record the names and addresses of constituents and others with whom the agency has regular contact for general purposes.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21538

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Minutes - Agency Staff/Committee Minutes

CUTOFF: EOSFY

DESCRIPTION: Records relating to establishment, organization, membership, and policy of internal committees or staff meetings. May include agendas, handouts, minutes, final reports, and related records documenting the accomplishments of the committee.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21527

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Minutes - Official State Committees, Commissions, Boards, and Councils

CUTOFF: EOSFY

DESCRIPTION: Original official records of the proceedings of meetings. May include agendas, verbatim recordings from which no transcription is made, meeting announcements, and other supporting documents.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21525

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Minutes - Verbatim Recordings

CUTOFF: Approval of transcription

DESCRIPTION: Recordings of meetings made exclusively for note-taking, preparation of minutes, records of action, or transcription of official meetings or proceedings.

RETENTION: Years: 0 Months: 0 Days: 90

NOTES: Minutes can be in stenographic, audio, video, handwritten, or digital format.

DISPOSITION ACTION: Destroy

SERIES: 21526

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: News Releases

CUTOFF: EOY in which released to media

DESCRIPTION: Records of information officially released to the media for dissemination to the public.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21519

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Official Reports

CUTOFF: End of Calendar Year

DESCRIPTION: Official reports are a published statement by a state agency issued at specific intervals (such as annual or biannual) describing the agency's operations and progress and possibly containing a statement of its future plans, or a formal written account of an investigation given by the agency or organization delegated to make the investigation. Reports may also include a description of the previous year's activities, mission, goals, revenue, expenditures or savings, employee information, or any other statistical information germane to the organization or program.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Additional copies should be sent to agencies described in 181.100 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21516

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Photographs

CUTOFF: Completion of project or event

DESCRIPTION: Records in this category can include photographic images recorded in a variety of media: prints, negatives, slides, and electronic files. Most photographic records are produced as a part of other record series, and so should be retained as required for other records in that series. All photographs, however, may have some historical research value. Before destroying any photographic records, agencies should contact the Visual Materials Archivist at the Missouri State Archives for consultation and review.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21520

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Policy and Planning Records

CUTOFF: EOSFY in which superseded

DESCRIPTION: Records documenting the development, implementation, and review of an agency's policies, programs, and activities. Records may include but are not limited to strategic and management plans, mission and goal statements, final policy statements and directives, and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21512

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Policy and Planning Supporting Documentation

CUTOFF: EOSFY in which final version published

DESCRIPTION: Material used in the development of policies and plans of an agency. May include but is not limited to drafts, research notes, and related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21513

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Procedure Guidelines and Manuals

CUTOFF: EOSFY in which superseded

DESCRIPTION: Documentation of internal instructions, rules, and guidelines for current agency procedures. Records may include, but are not limited to authorizing bulletins and advisories, manuals documenting departmental procedures, handbooks, forms, lists of codes and desk manuals. Record copy maintained by the issuing office.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21514

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Public Information Requests and Documentation

CUTOFF: End of calendar year in which final response provided

DESCRIPTION: Requests from the public for information pursuant to RSMo 610 (Missouri Sunshine Law) and documentation of the response.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21524

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: Public Meeting Notice

CUTOFF: EOSFY

DESCRIPTION: Public notices of meetings under RSMo 610.010 (5), Missouri Sunshine Law.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21523

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Publication Working Files

CUTOFF: Completion of project

DESCRIPTION: Working documents of publications such as brochures, pamphlets, posters and books that are produced for wide distribution inside or outside an agency. Records include, but are not limited to, work books, galley proofs, current manuscripts, final page proofs, layouts, and submissions.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24075

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Publications

CUTOFF: End of Calendar Year

DESCRIPTION: Documents printed or otherwise produced for wide distribution inside or outside an agency. Records may include, but are not limited to, brochures, pamphlets, posters, books, handbooks, and maps.
Notes: Upon publication, a copy should be sent to the Missouri State Library per 181.110 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21517

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Records Management Documentation - Disposition Approval Forms

CUTOFF: EOSFY in which final disposition of the subject records occurs

DESCRIPTION: Documentation generated from the records tracking system used to obtain approval for the destruction, or the transfer to the Missouri State Archives of records stored in the State Records Center.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 21535

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Records Management Documentation - Disposition Verification Notice

CUTOFF: EOSFY

DESCRIPTION: Reports notifying state agencies of the destruction, or transfer of records stored in the State Records Center.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 21536

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Records Management Documentation - Records Center Transmittals

CUTOFF: June 20, 2008

DESCRIPTION: Documentation of transfer of records to the State Records Center for storage.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 21534

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Records Management Documentation-State Records Commission Approval Form

CUTOFF: Missouri State Records Commission approval of revised series

DESCRIPTION: This document, approved by the Missouri State Records Commission, grants the agency the authority to dispose of records having met their retention requirements. Created pursuant to 109 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Agency Copy. Originals in Records Management Division of the Office of the Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 21533

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Speeches - Elected Officials and Executive Level

CUTOFF: Completion of term of office or tenure

DESCRIPTION: Final copies of speeches given by elected officials, agency directors, deputy directors, or division directors. Speeches may concern policy issues, strategic planning, legislation concerning the agency, and other related topics. Records may include, but are not limited to, recordings of the speech in any form, audio-visual content, talking points, or briefing materials accompanying the speech.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21521

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Speeches - Non-Executive Level

CUTOFF: EOSFY

DESCRIPTION: Final copies of speeches given by employees below the agency director, deputy director, or division director-level. Speeches may concern program procedure, work activities, or related topics. Records may include, but are not limited to, talking points and briefing materials accompanying the speech.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21522

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Surveys

CUTOFF: End of Calendar Year

DESCRIPTION: Documents evaluating constituent satisfaction with state programs or services. Records are used to assess the quality and effectiveness of services provided by state agencies. Records include, but are not limited to, survey responses, aggregate survey data, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24533

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Training Materials

CUTOFF: When superseded or obsolete

DESCRIPTION: Records related to training sessions, courses, or workshops taught by agency personnel. Records include, but are not limited to, syllabi, handouts, lesson plans, attendance logs, evaluations, notes, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Does not supersede agency series with longer retention period. See series 21568 for employee training attendance records.

DISPOSITION ACTION: Destroy

SERIES: 23371

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Visitors Logs

CUTOFF: EOSFY

DESCRIPTION: Documentation of registration of non-agency personnel and visitors into the agency's building and/or office area. Information may include but is not limited to date and time visitor checked in and out, visitor name, reason for visit, agency contact name, and badge identification number.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21539

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007